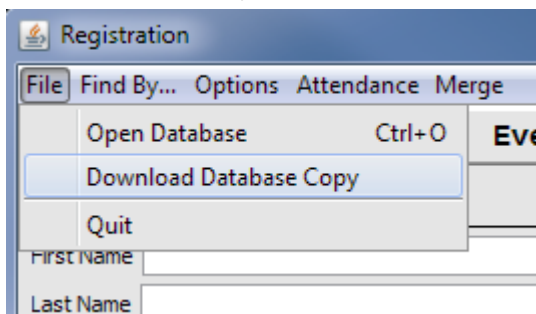


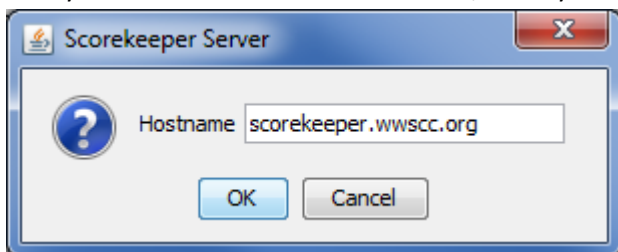
Before the Event

1. Download a copy of the database

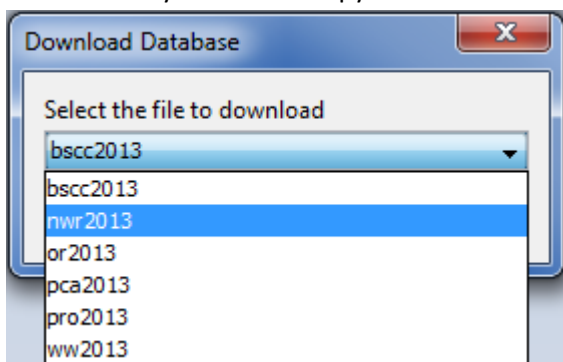
- a. From the **File** menu, select **Download Database Copy**



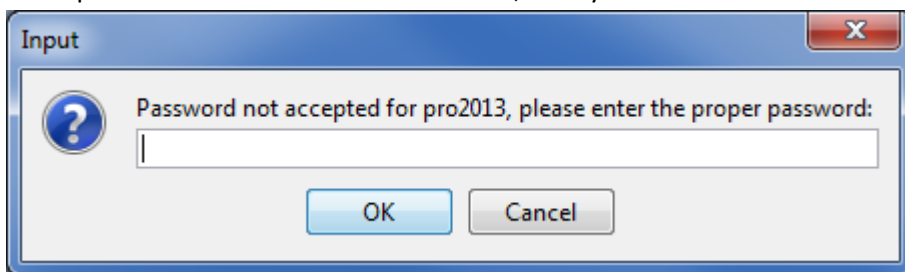
- b. Verify the hostname to download from, usually scorekeeper.wwscc.org



- c. Select series you want to copy.

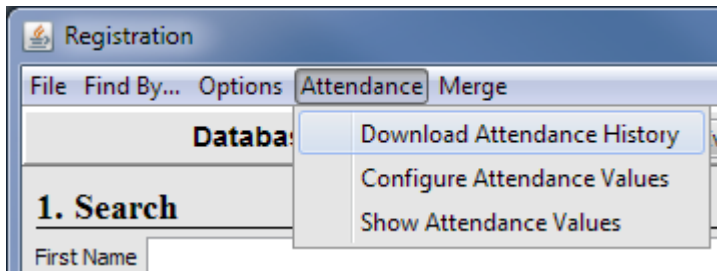


- d. If the password hasn't been cached before, it may ask for one.

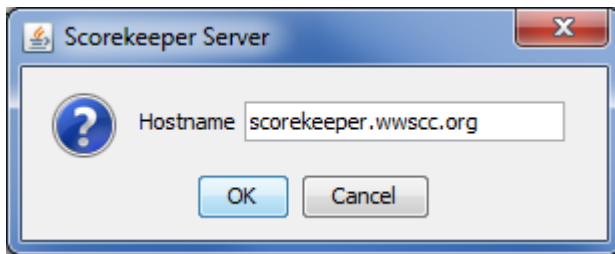


2. If desired, download a copy of the attendance data

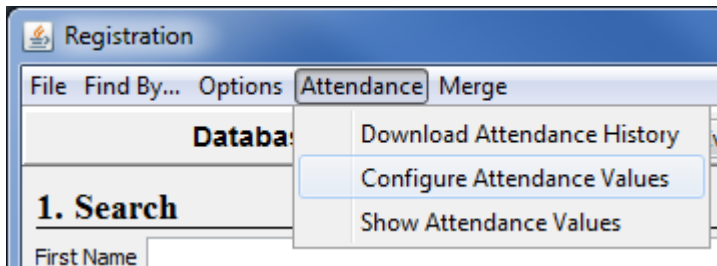
- a. From the **Attendance** menu, select **Download Attendance Data**



- b. Verify the hostname to download from, usually scorekeeper.wwscc.org



- c. From the **Attendance** menu, select **Configure Attendance Values**

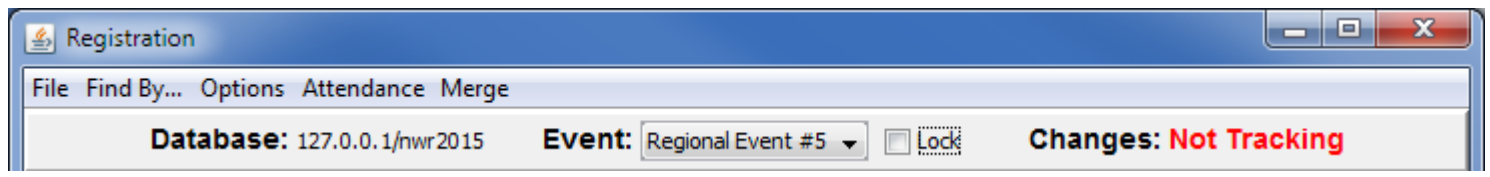


- d. Verify desired values are set. Some values used by NWR:

```
PunchCard = Series(nwr,pro);championships=0; MinYear(2011);maxyearcount<=4;  
ISTClass = totalevents<=16; avgyearcount<=4;
```

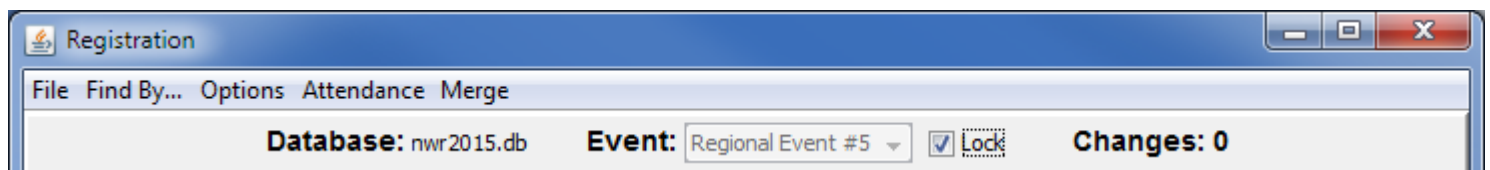
During Registration

Setup Verification



Verify that the registration app is actually tracking changes and that the correct event is selected. If it says **Not Tracking** in the selection bar, reopen a local database file from the File menu. The Changes values should be an integer value.

You can also check the Lock checkbox to disable further event selection so that accidental event selection does not occur during registration activity.



Weekend memberships (1 worker)

- Fill out weekend member forms as usual – give driver pink copy – give new checkered wristband.

Computers/printers (2 workers) - one line for changes and one line for no changes – adjust as necessary

All Drivers - Check for valid driver's license and SCCA membership (annual or weekend)

1. Enter part of the first and/or last name. More information produces a shorter list of drivers in the next step.

A screenshot of the '1. Search' form. It has two text input fields: 'First Name' with 'Br' entered and 'Last Name' with 'Wil' entered. There is a 'Clear' button at the bottom right.

2. Select the driver from the list of drivers.

A screenshot of the '2. Driver' form. On the left is a list of drivers: 'Brandon Wilson', 'Brett Wilson' (highlighted in blue), and 'Brian Williams'. On the right, there are buttons for 'New Driver' and 'Edit Driver'. Below these, it says 'Brett Wilson (driverid=1223)' above a blacked-out photo. Below the photo is 'Member #308092'. There is a barcode with '308092 - Brett Wilson' underneath it. At the bottom, there is a dropdown menu showing 'Brother PT-2730 #1' and a 'Print Label' button.

- a. If the name is grey italic or not present, you must click **New Driver** to create a new driver entry
- b. If need to create **New Driver** – enter **name/email/member# only**

Verify the driver's member number for barcode

- a. You can **Edit Driver** to update the member # information
- b. **SCCA annual members**
 - i. verify SCCA member number is in driver profile and correct
- c. **Weekend members**
 - i. **If HAS a driver ID number in profile** from previous events – Leave number as is
 - ii. **If DOES NOT have driver ID number in profile** – click Edit Driver – enter the last 6 digits of pink form id number as the member number – click update/submit
- d. If a barcode is needed, click **Print Label** to print to the selected printer device – **make sure correct printer is selected**. Barcode placement – ask driver if has own helmet:
 - if yes – explain placement (left side of helmet)
 - if no – tell driver to place on the windshield

3. Verify the correct car(s), class(es) and index are registered.

- a. Default status for Pre-Reg drivers is **Registered**.
- b. A driver **should NOT have 2 cars registered in the same class** – verify which car driver wishes to use and Unregister the other car.
- c. If not pre-registered, click on the car the driver wishes to register (if in system) or create a **New Car**
- d. Cars can be created, edited or deleted.
 - i. **New From** prefills the data with the selected car – which can then be edited as needed (saves having to enter all car info if only needs a different class or car number)
- e. To change a car entry, select it and click **Registered and Paid**, **Registered Only** or **Unregister**
 - i. **Registered** means the car was registered but has not paid yet
 - ii. **In Event** means the car already has times recorded in the event

3. Car

Used	NSPAXL (STU) #13 2006 Mistubishi Evo Graphite Gray	<div> <div>New Car</div> <div>New From</div> <div>Edit Car</div> <div>Delete Car</div> </div> <div> TOPM #156 (carid=424) 2006 Mitsubishi Evo IX White </div>
Registered	NSPAXL (STU) #56 2006 Mitsubishi Evo IX White	
Reg/Paid	TOPM #156 2006 Mitsubishi Evo IX White	

4. Do it

Registered and Paid

Registered Only

Unregister

4. Click **Registered and Paid** at the bottom and tell driver fee total.

- a. Verify that **Reg/Paid** is to the left of them. (Driver will pay the cash worker.) **NOTE:** If drivers are not marked as Reg/Paid they will be flagged in the timing software when their barcode is scanned, and pulled out of the grid line

Collect fees (1 worker)

Annual Member fees:

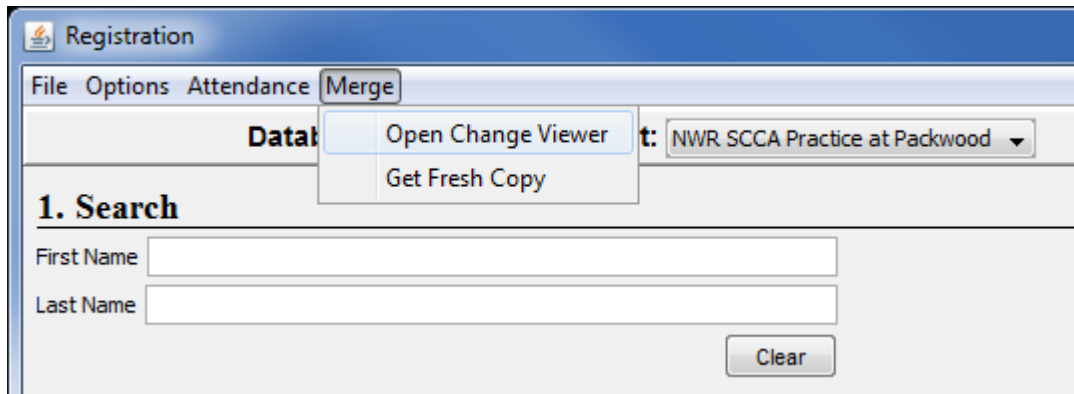
- \$25 pre-reg/\$30 non-pre-reg
- \$15 pre-reg first gear/\$20 non-pre-reg
- NOTE: 2nd entry of day is always \$25 (or \$15 first gear) even if not pre-reg

Weekend Member fees:

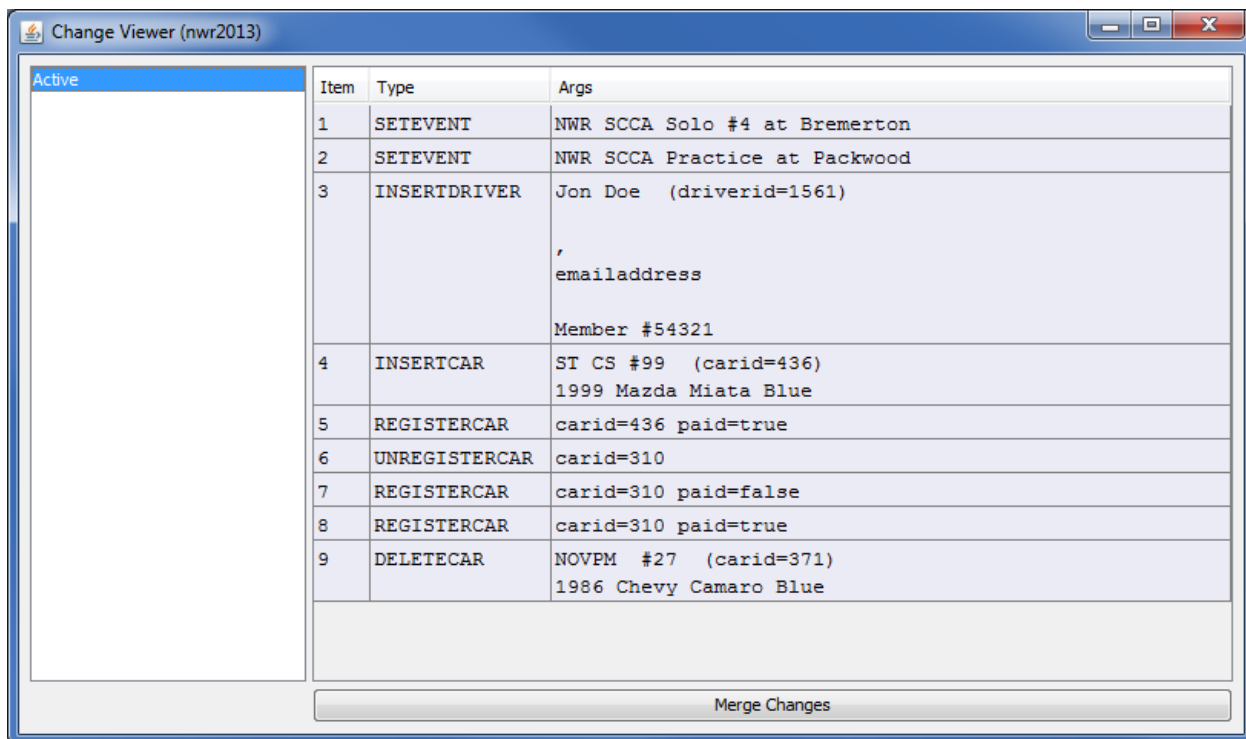
- \$25 + \$10 pre-reg
- \$30 + \$10 non-pre-reg
- **-\$10 (or \$25) if has discount card (verify eligibility on computer) add driver to card log (paper)**
- NOTE: 2nd entry of day is always \$25 even if not pre-reg

Merging registration databases

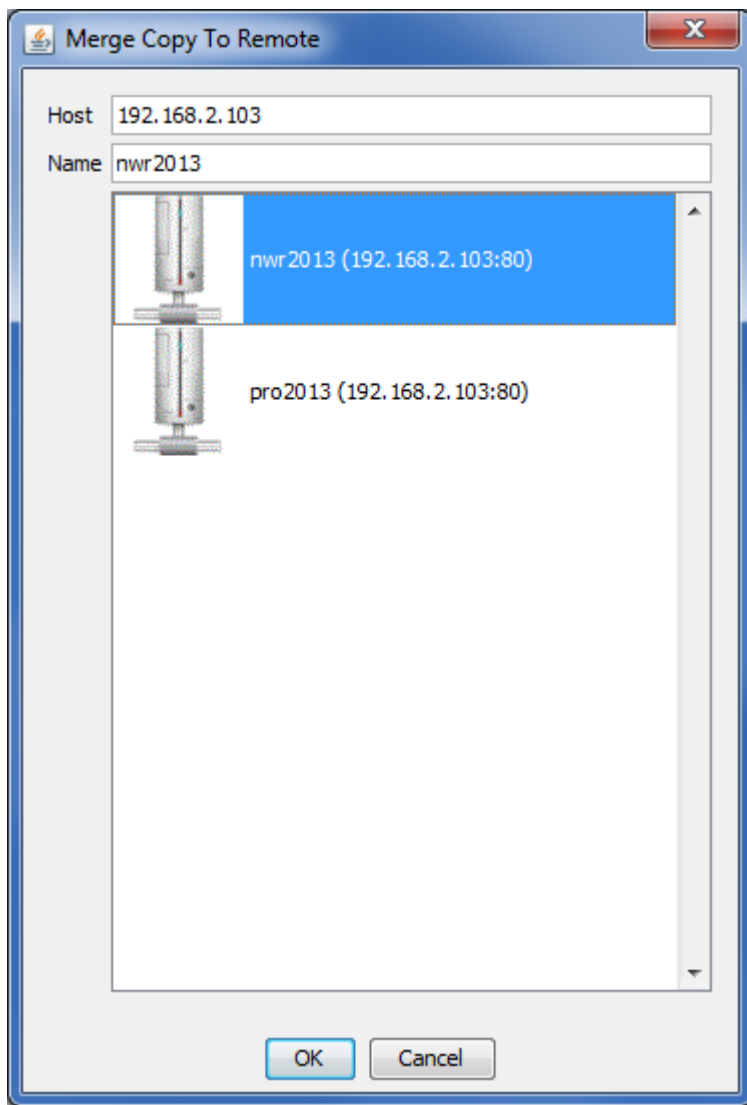
1. Take laptops where they are in network range of the data entry machine.
2. Open Change Viewer



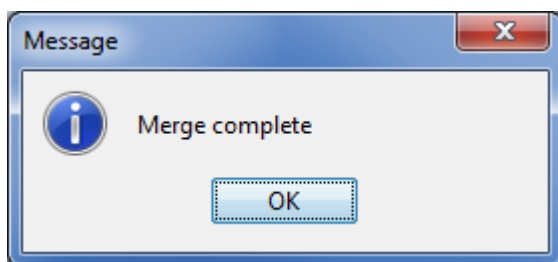
3. With the "Active" change set selected, you can see the list of changes that were made and are ready to be merged. Click **Merge Changes**.



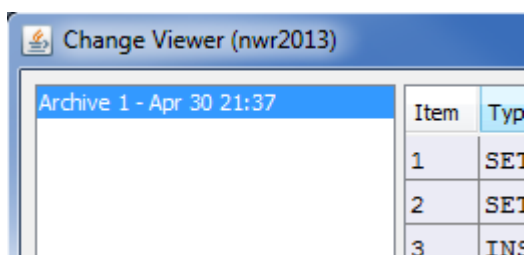
4. Select the correct host and database to merge with and the host and name values will be filled for you. There may be multiple databases at the same IP address. If for some reason, discovery is failing, you can manually enter the IP address and database name.



5. The merge process is done when an OK dialog is presented. It should be very quick.



6. After a successful merge, you will notice that the active changeset is now listed as an Archive along with its last modification time. The last 9 changesets will remain present in the list unless they are deleted from the logs directory.



7. If there are multiple registration laptops and there is another session in the day, you will need to get a fresh copy so that both registration laptops now have all the same data. Once all have merged their data, select **Get Fresh Copy** and select the same host/name that you just merged with.

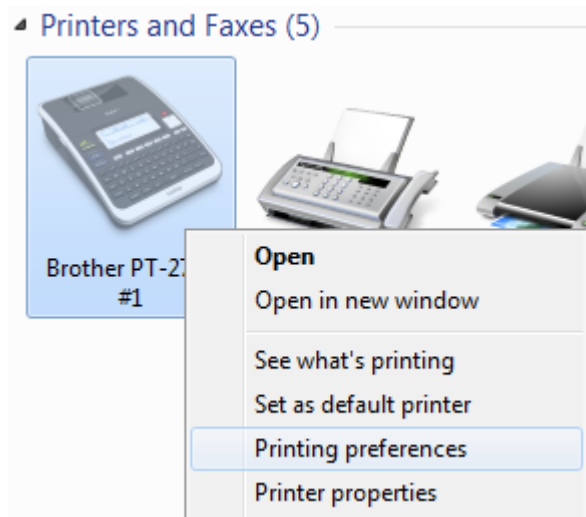
The screenshot shows the 'Registration' application window. The menu bar includes 'File', 'Options', 'Attendance', and 'Merge'. The 'Merge' menu is open, displaying two options: 'Open Change Viewer' and 'Get Fresh Copy'. Below the menu, the 'Data' tab is active, showing a dropdown menu for 'Host' set to 'NWR SCCA Practice at Packwood' and a 'Changes: 9' indicator. The '1. Search' section contains input fields for 'First Name' and 'Last Name', along with a 'Clear' button.

Registration	
File Options Attendance Merge	
Data	Open Change Viewer
Host: NWR SCCA Practice at Packwood Changes: 9	
1. Search	
First Name	
Last Name	
Clear	

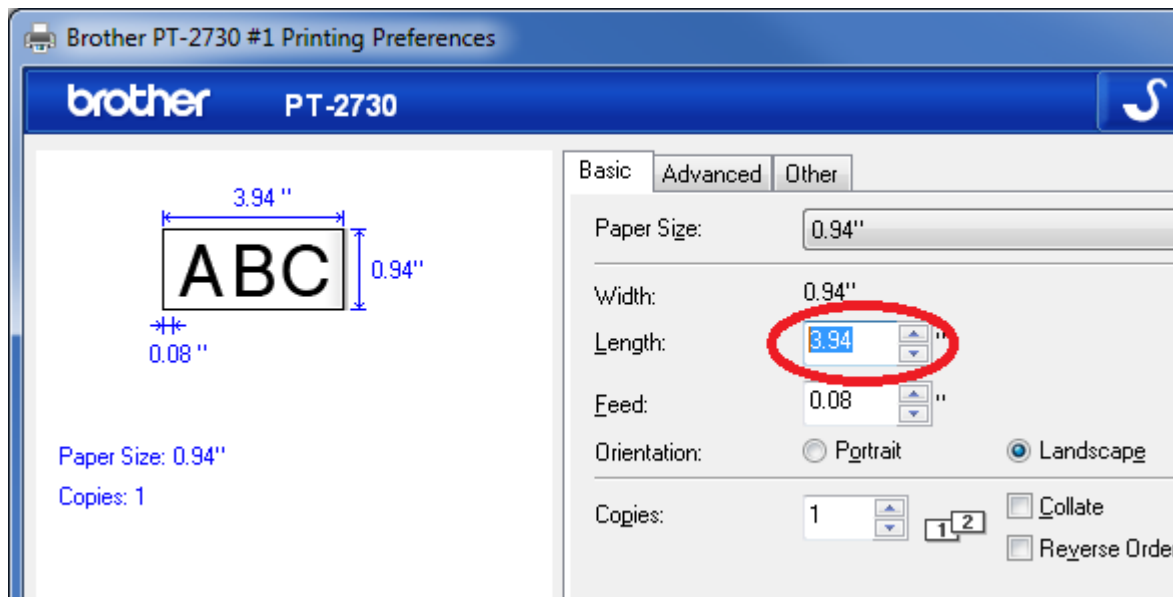
Configuring Label Printer

By default, the label printer will use about 4" of label material for each label printed. This can only be changed in the local printing preferences itself. If it is not already setup:

1. Right click on the printer and select "Printing Preferences" (Windows 7)



2. In the preferences dialog, change the **Length** field, we currently use 2.3".



Tasha's FAQ's

1. If an entrant is registered for two classes at the same event, <class> and **TOPM**, and it is the AM session where <class> is running, does registration need to do anything to make sure the entrant's <class> entry info is used first?

No, if multiple cars are registered, TOPM is only used once all other cars have been used in other run groups. Data Entry can also override if they need to.

2. If an entrant is running <class> and also registered for **TOPM**, but <class> runs PM so the **TOPM** entry isn't allowed/needed. What does registration need to do to make sure the correct entry is used in this situation?

*Nothing is required; however, you can unregister the **TOPM** if you wish.*

3. For an entrant who is correctly pre-registered for AM and PM and has no changes, does registration need to do anything besides verify entry info and make sure the entrant has a barcode?

No, they are ready to go